STATEOF CALIFORNIA PET E WILS ON,

OFFICE OF CRIMINAL JUSTICE PLANNING

OFFICE OF THE DIRECTOR 1130 K ST REET, SUITE 300 SA CRAM ENT O, CA 95814

April 25, 1997

TO : STATE, LOCAL OR TRIBAL GOVERNMENTAL AGENCIES AND NONPROFIT

AGENCIES

Subject REQUEST-FOR-PROPOSALS (RFPs) FOR THE JUVENILE JUSTICE AND

DELINQUENCY PREVENTION STATE CHALLENGE ACTIVITIES GRANT PROGRAM

FISCAL YEAR 1996/97

The Office of Criminal Justice Planning (OCJP) is soliciting proposals from state, local or tribal governments and nonprofit agencies to implement projects under the federally funded State Challenge Activities Program.

The State Advisory Group has authorized funding for projects that address the following Challenge Activities: Activity C-Alternatives to Incarceration, Activity E-Gender Specific Services, and Activity I-Aftercare Services. A total of \$1,114,000 is available to fund nine projects, three in each specified population category. Funding ranges from \$83,334 to \$158,000 per project.

All proposals will be rated and ranked competitively with other proposals within the chosen Activity. Applicants may submit RFPs for each Activity. Carefully read the RFP to ensure proposals contain the necessary elements required.

This RFP contains information concerning the grant funds being offered, the criteria for eligibility and selection, and procedures for the submission of proposals. A Proposal Forms package is included which provides the forms required for submission of proposals. Failure to include all the required forms may result in the rejection of the proposal. OCJP will not advise applicants that their proposal is incomplete prior to its rejection.

All proposals must be received by OCJP by 5:00 p.m. on Thursday, May 29, 1997. Proposals received after the due date and time will be ineligible for consideration.

Proposals will be reviewed and rated on the applicant's responsiveness to the RFP and the applicant's ability to implement a project based on the programmatic and administrative requirements. Applicants selected to receive funding will be sent a separate package with additional instructions and forms to be completed prior to finalizing the Grant Award Agreement. Failure to complete the additional items and forms in a timely fashion may result in the reappropriation of grant funds to the next most qualified applicant.

If you have any questions concerning the RFP process, contact the Juvenile Justice and Delinquency Prevention Branch at (916) 324-9124.

Sincerely,

RAY JOHNSON Executive Director Enclosures

OFFICE OF CRIMINAL JUSTICE PLANNING

CHALLENGE ACTIVITIES GRANT PROGRAM Request-for-Proposals FISCAL YEAR 1996/97

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OFFICE OF CRIMINAL JUSTICE PLANNING

CHALLENGE ACTIVITIES GRANT PROGRAM Request-for-Proposals FISCAL YEAR 1996/97

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OFFICE OF CRIMINAL JUSTICE PLANNING	
1130 K STREET, SUITE 300	
SACRAMENTO, CA 95814	

CHALLENGE ACTIVITIES GRANT PROGRAM **REQUEST-FOR-PROPOSALS FISCAL YEAR 1996/97**

- I. HOW TO USE THIS REQUEST-FOR-PROPOSAL (RFP)
 - Introduction to the RFP Process A.
 - B. **Determining Eligibility**
 - C. Structure of this RFP
 - D. Glossary of Terms

This section is to be used in conjunction with the following RFP sections:

II. GENERAL INFORMATION

III. STANDARD INSTRUCTIONS

IV. STANDARD BLANK FORMS

V. PROGRAMMATIC INSTRUCTIONS

If you have not received all of the sections, consult the individual that provided you with this section.

I. HOW TO USE THIS REQUEST-FOR-PROPOSAL (RFP)

A. INTRODUCTION TO THERFP PROCESS

This RFP provides information on how to prepare a proposal or application for grant funds in accordance with authorizing legislation and funding terms, conditions and eligibility criteria established by OCJP. The OCJP forms, technical documents and project narratives become the proposal or application that is submitted to OCJP.

OCJP has a strong commitment to work closely with potential applicants to provide technical information on this RFP when requested. However, OCJP staff cannot assist applicants with the actual preparation of their proposals. During the period of time between the publication date of this RFP and the date that competitive proposals are due, OCJP can answer only technical questions about the RFP.

B. DETERMINING ELIGIBILITY

The first step in the application process should be to confirm that the applicant is able to meet the eligibility criteria for the program. Applicants should refer to the Program matic Instructions for specific eligibility criteria.

C. STRUCTURE OF THIS RFP

This RFP has been printed in a way that will allow the user to take the document apart and reproduce any necessary pages. OCJP authorizes reproduction of this document in part or in whole and recomm ends that the applicant **maintain a clean copy** of each section. The document is comprised of four main sections:

- **General Information:** This section provides general information concerning the process by which an applicant submits a proposal, the process OCJP uses to select proposals, and the administrative requirements of successful applicants which have been selected for funding.
- **Standard Instructions:** This section provides specific instructions and forms for the preparation of the proposal.
- **Standard Blank Forms:** This section contains blank forms which are standard to the proposal process. These forms will be needed in the preparation of proposal. A clean set of these forms should be maintained for use as master copies. Precious time may be lost contacting OCJP to request additional blank copies of forms.
- **Program matic Instructions:** This section provides specific instructions pertaining to the program.

In order to prepare the proposal, an applicant must comply with all of the instructions in **both** the Standard Instructions and the Programmatic Instructions.

D. GLOS SARY OF TERMS

Activity The specific steps or actions that a project takes to achieve a

measurable objective.

Administrative Agency or The agency or organization designated on the Grant Award Face

I-1 Use of RFP

Grantee Sheet who is the programmatic recipient of the grant funds and will

accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice,

Fairfield Youth Services Bureau).

Community-based Organization

(CBO)

A nonprofit, public benefit corporation as described in Section 501 of the Internal Revenue Service Code.

Equal Employment Opportunity

Plan (EEOP)

A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.

EEO P Guidelines

Extensive description of State and federal civil rights requirements and what constitutes an EEOP (samples, form s, etc.). The document was prepared to assist grantees in ensuring nondiscrim ination and in the development, implementation and/or improvement of their EEOP for compliance with the law.

Grant Award/Grant Award

Agreement

The signed final agreement between OCJP and the local government agency or organization authorized to accept grant funding.

Grant Award Forms Package

The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreem ent.

Implementing Agency

The agency or organization designated on the Grant Award Face Sheet who is responsible for the day-to-day operation of the project (e.g., Probation Department, District Attorney, Sheriff).

Mem orandum of Understanding (MOU)

Operational Agreement (OA)

This term is used synonymously with Operational Agreements.

Nonprofit Organization

A nonprofit, public benefit corporation as described in Section 501 of the Internal Revenue Service Code. The term is used synonymously with community-based organization.

A set of quantifiable projections to be carried out in order to accomplish the program goals.

Objectives

A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.

Program

A specific set of goals and objectives established pursuant to legislative, congressional or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from State or federal funding sources.

Program Guidelines

The instructions concerning the programmatic and administrative requirements unique to a particular OCJP grant-funded program.

Project

The implementation of a program's goals and objectives by a (funded) state or local government agency or community-based organization.

I-2 Use of RFP

Proposal The application packet submitted to OCJP which specifies the

priorities, strategies and objectives of the applicant. The proposal (with possible modifications) becomes the Grant Award if selected

for funding.

RFP The Request-for-Proposals is is sued by OCJP to solicit competitive

proposals relating to new funding.

I-3 Use of RFP

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CHALLENGE ACTIVITIES GRANT PROGRAM **REQUEST-FOR-PRO POSALS** FISCAL YEAR 1996/97

GENERAL INFORMATION II.

- Minimum Requirements A.
- B. Selection of Proposals for Funding
- C. **Project Funding**
- D. **Processing Grant Awards**
- E. Administrative Requirements

This section is to be used in conjunction with the following RFP sections:

I. HOW TO USE THIS RFP

III. STANDARD INSTRUCTIONS

IV. STANDARD BLANK FORMS

V. PROGRAMMATIC INSTRUCTIONS

If you have not received all of the sections, consult the individual that provided you with this section.

II. GENERAL INFORMATION

This Request-for-Proposals (RFP) pertains to applications for Fiscal Year 1996/97. The terms and conditions described in this RFP supersede all previous RFPs and any conflicting provisions stated in the OCJP Grantee Handbook. If the Programmatic Instructions conflict with the Standard Instructions, the Program matic Instructions prevail.

This RFP contains all of the instructions and form's necessary to submit the proposal. The applicant will not need separate program guidelines or the OCJP Grantee Handbook in order to prepare the proposal. The OCJP Grantee Handbook will only be sent to agencies which have been selected for funding.

A. MINIMUM REQUIREMENTS

In order to officially submit the proposal, the applicant must meet the following Submission Requirements and Program Eligibility Criteria.

- 1. <u>Submission Requirements:</u> The proposal must be received by OCJP by the deadline with an original signature on at least one copy of the Proposal Cover Sheet. These requirements are fully explained in the Standard Instructions section of this RFP.
- 2. <u>Eligibility Criteria</u>: The eligibility criteria for the program are specified in the Programmatic Instructions section.

Proposals not meeting these basic minimum requirements will not be rated or considered for funding.

B. SELECTION OF PROPOSALS FOR FUNDING

1. **Proposal Rating**

All qualified proposals will be read and rated by a team of three raters. The raters will assign a numerical rated score to each proposal. The rated score of each rater on the team will be averaged to obtain a single score for the proposal. The averaged scores of all qualified proposals will then be ranked numerically to develop a ranked list for each program. The rating forms that will be used for this process are included in the Programmatic Instructions section. These forms are provided solely for your information and are not to be submitted with the proposal. Projects that have been previously funded by OCJP will be reviewed for past compliance, including financial management, progress reports, monitoring results, audit reports and any other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) Grant Award Conditions may be placed in the Grant Award Agreement.

2. Funding Recommendations

Recommendations for funding will be based on the following:

- The ranked score of the proposal;
- Consideration of the funding priorities or geographical distribution identified in the Programmatic Instructions; and
- Prior administrative and programmatic performance and compliance as an OCJP-funded project, if applicable.

Recommendations for funding are submitted to the Executive Director of OCJP who makes the funding decisions, **except in the following:**

- The Executive Director of OCJP makes funding recommendations to the State Advisory Committee (SAC) on the Sexual Assault Victims Services/Prevention Program which makes the final funding decisions in accordance with California Penal Code Section 13837; and
- The Executive Director of OCJP makes funding recommendations to the State Advisory Group (SAG) for Juvenile Justice and Delinquency Prevention which makes the funding decisions as authorized by the California Council on Criminal Justice in accordance with California Penal Code Section 13813.

3. **Notification Process**

All applicants submitting a proposal will be notified in writing of the results of the evaluation process. Projects selected for funding will simultaneously receive the OCJP Grantee Handbook and additional instructions for the purpose of developing the Grant Award Agreement. Projects which are <u>not</u> selected for funding will receive detailed information on the appeals process.

4. Summary of Appeals Procedures

Applicants may appeal the denial of their proposal for funding by filing a written notice of intent to appeal. The grounds for such an appeal are limited to specific facts demonstrating that the criteria and priorities enunciated in the RFP were not followed in making the funding decision regarding the appellant's proposal. As noted above, those projects denied funding will receive detailed information of the appeals process simultaneously with their funding decision letter.

C. PROJECT FUNDING

Allocation of funds is contingent on the enactment of the state budget. OCJP does not have authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, it is recommended that projects refrain from incurring any expenditures and especially from hiring staff unless other funds are available to support the costs. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the Grant Award, the state and/or federal funds appropriated for the purposes of the Grant Award are reduced or eliminated by the California Legislature or the United States Government, or, in the event revenues are not collected at the level appropriated, OCJP may immediately terminate or reduce the Grant Award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

The agreement entered into with OCJP is subject to any applicable restrictions, limitations or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the agreement.

D. PROCESSING GRANT AWARDS

1. Submission of Additional Materials

Upon selection of the projects to be funded, OCJP will send additional materials to be completed prior to the finalization of the Grant Award Agreement. OCJP is not obligated to fund such projects until the applicant submits correctly completed documents required for the Grant Award Agreement. The final, completed and approved proposal becomes the Grant Award Agreement when signed by OCJP's Executive Director or designee.

Two of the additional items to be submitted are the Assurance of Compliance (OCJP 656) and a resolution. Upon selection of projects to be funded, OCJP will send the Certification Form and specific

details regarding Equal Employment Opportunity Program (EEOP) development, Drug Free Workplace Compliance, CEQA/En vironmental Impact Compliance, Lobbying and Debarment/Suspension requirements in the Grant Award Forms Package. Applicants selected for funding will then be required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant form ally notifies OCJP that the applicant will comply with all pertinent requirements.

If selected for funding, a resolution from the governing board or council, authorizing the applicant to enter into a Grant Award Agreement with OCJP, also will be required for each Grant Award Agreement. Applicants selected for funding will be required to submit an original or a current certified copy of a resolution from the governing board or council. Once notified of selection, it is incumbent on the applicant to place a resolution request on the local board or council agenda immediately to avoid funding delays.

2. Grant Award Conditions

OCJP may add one or more Grant Award Conditions to the Grant Award Agreem ent prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant Award Conditions may include requirements for sole-source justification, a computer feasibility study or any other requirements deemed necessary by OCJP.

3. Grant Award Agreement

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

4. Grant Award Amounts

Due to the limited amount of funds available, it may be necessary for OCJP to reduce the amount of the grant award from that requested by the applicant. In addition, OCJP reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OCJP will notify the applicant prior to executing the Grant Award. The applicant may decline to accept the amended or reduced Grant Award or the applicant may request a commensurate am endment or reduction in the scope of the project.

E. ADMINISTRATIVE REQ UIREMENTS

The following requirements will apply to all projects selected for funding. These requirements are explained below for your planning purposes.

1. **OCJP Grantee Handbook**

The Grantee Handbook contains administrative information and requirements necessary to implement the project. Grantees must administer their grants in accordance with the OCJP Grantee Handbook requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Award.

2. Progress Reports and Data Collection

Funded projects are required to participate in data collection and to submit reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. OCJP will, during programmatic monitoring visits, review these records for accuracy and will compare the accumulated data to the progress

reports submitted by the project.

3. Monthly/Quarterly Report of Expenditure and Request for Funds (OCJP 201)

Community-based organizations (CBOs) shall submit a Monthly Report of Expenditures (OCJP 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

4. Technical Assistance/Site Visits

Each project selected for funding is assigned a Senior Program Specialist by OCJP to monitor the progress of the project in achieving its goals and objectives and compliance with the grant award agreement. The Program Specialist is available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Projects must coordinate any change in the project with the Program Specialist.

5. **Monitoring Requirements**

A monitoring visit is an on-site assessment by OCJP staff to determine if the project is in compliance with the Grant Award Agreement (program matic), and applicable terms and conditions of the Grantee Handbook (administrative and fiscal). Projects will be monitored on a random or as-needed basis. Acceptance of the Grant Award Agreement obligates the project to allow OCJP staff/agents unrestricted access to all project books, documents, papers and records, including confidential client records, for inspecting, copying and auditing. OCJP reserves the right to conduct unannounced site and monitoring visits, and the right to meet with all grant-funded staff.

6. **Bonding Requirements**

All private nonprofit organizations are required to obtain and send to OCJP a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OCJP-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or term ination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Office of Crim inal Justice Planning."

The time period covered by the bond must include the effective date and total time period of the grant including any extensions. The bond must be in an amount equal to 50% of the total grant award and may have a deductible in an amount not to exceed \$1,000. The bond must be accompanied by proof of payment and indicate the following:

- bonding company name
- bond number
- description of coverage
- am ount of coverage
- bond period

A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract unless specifically required in the Programmatic Instructions of this RFP or Grant Award Conditions.

7. Audit Requirements

All grantees must arrange for an independent audit of the Grant Award and may budget a portion of the audit costs.

- a. The grant recipient will arrange for a financial audit/financial-related audit [as defined by the <u>United States Government Accounting Office</u> (GAO Standards)] for each grant in accordance with OCJP policy. If the grant recipient receives federal funds, the Single Audit Act of 1984, Office of Management and Budget Circulars (OMB) A-110, A-128 or A-133 and subsequent circulars should be considered in securing the audit.
 - <u>NOTE</u>: To determine if you receive federal funds, refer to the lower left corner of your Grant Award Face Sheet. You are receiving federal funds if there is a federal catalog number identified.
- b. An Audit Plan (OCJP 601) must be completed and submitted to the Audits Branch no later than six months after the beginning of the grant award period. Audit reports then must be completed and submitted to the Audits Branch no later than six months after the close of the grant period. Requests for time extensions of the report due date must be submitted in writing to the Audits Branch for approval.
- c. The audit shall be made by an independent auditor (qualified State or local government auditors or independent public accountants licensed by the State of California) as defined in Chapter 3, Paragraphs 11 through 25 of the <u>Government Auditing Standards</u> (GAO Standards), promulgated by the Comptroller General of the United States (1994 revision).
- d. The audit must be performed in accordance with the financial audit (financial related audit) requirements of the GAO Standards published by the United States General Accounting Office (revised 1994).
 - In addition, the auditor must consider provisions contained in the OCJP Program Guidelines, Grant Award Agreement, and the OCJP Grantee Handbook.
- e. If the audit covers the entire grant period, then the CPA/Auditor m ust audit to the Final Request for Funds and Report of Expenditures (OCJP 201) form submitted by the grant recipient. If the audit does not cover the entire grant period, then the CPA/auditor must audit to the OCJP 201 form which corresponds to the audit cut-off date. The auditor should include a copy of the OCJP 201 form which was audited.
- f. Organizations which are required to procure annual single audits in accordance with the provisions of the Single Audit Act of 1984, and OMB Circulars, or who elect to have an organization-wide audit may include the OCJP grant(s) in their single audit or organization-wide audit. The grant recipient m ust ensure that all of the grant funds are included in the audit.
 - For example, if a grant is funded by both federal and state funds, the auditor must include the revenues and expenditures for both funding sources in the schedules. The state portion of the grant cannot be excluded when preparing the financial schedules.
- g. Revenues and expenditures for each grant m ust be shown separately in the audit by supplemental information. Expenditures must be reported by expenditure categories (i.e., personal services, salaries and benefits; travel; consultant services; operating expenses and equipment). Each grant must be identified by the Grant Award Number.
 - If the organization secures a single audit or an organization-wide audit and the expenditures are reported in total, a separate supplemental schedule reflecting expenditures by cost categories must be included in the audit report.
- h. If the grant has a match requirement (cash or in-kind), the report must identify the revenues and

expenditures made to meet the match requirement in the financial schedules or notes to the financial statements.

- i. Project income generated through or as a result of the OCJP grant-funded project must be reported. Expenditures made from project income must be shown in the financial schedule. This should be reported as a separate line in the financial schedule and not be combined with OCJP grant payments received and OCJP grant expenditures.
- j. The grant recipient must ensure that the entire grant period is audited. If the single audit or organization-wide audit does not include the entire grant period, then the grant recipient is required to secure an audit covering the remaining grant period. The remaining grant period may be included in the organization's subsequent single audit or organization-wide audit. If by including the remaining grant period in a subsequent audit, the audit will not be completed and submitted to the Audits Branch within six m onths after the close of the grant period, the project must submit a request for time extension (as indicated in section b. above).
- k. OCJP or its authorized representatives shall have access to all audit reports, audit working papers, correspondence, or other documents related to the audit reports and Grant Award.
- 1. Audit reports submitted by qualified state and local government auditors and independent CPA firms are randomly selected for a quality control review of the CPA/auditor's working papers. The CPA/auditor will be notified when a review will be conducted.
- m. OCJP reserves the right to perform audits or reviews of any Grant Award at any time.
- n. Audit programs, internal control questionnaires, and sample audit reports will be provided by the Audits Branch upon request of the project or the CPA/auditor.
- o. If the project does not comply with the audit requirements, Grant Award Conditions may be placed to require the project to comply. Subsequent Grant Awards may be terminated or withheld until compliance is achieved.

8. **Source Documentation**

The applicant, if selected for funding, will also be required to maintain source docum entation to support claimed expenditures and project accomplishments. Source docum entation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Requirements for program specific source documentation are delineated in the Programmatic Instructions.

Projects must have on file written job descriptions for all positions funded by OCJP detailing specific grant-related activities to achieve project objectives, (e.g., the Victim/Witness Advocate will provide direct services to victims and witnesses of crimes; provide information to victims about the criminal justice system; and assist victims with reimbursement from the Restitution Fund through the State Board of Control). Where applicable, job descriptions will also include a statement addressing the tracking of project activities and the maintenance of appropriate source documentation in support of data reported on progress reports (e.g., the Deputy Probation Officer will supervise a caseload of drug or drug-related probationers, not to exceed 25; implement intensive supervision techniques consistent with OCJP standards; and maintain source documentation in support of data reported to OCJP on progress reports).

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CHALLENGE ACTIVITIES GRANT PROGRAM **REQUEST-FOR-PRO POSALS** FISCAL YEAR 1996/97

III. STANDARD INSTRUCTIONS

- Preparing a Proposal
- Submitting the Proposal
- A. **Grant Proposal Cover Sheet**
- B. Preference Points Certification Form
- C. Project Narrative
- D. Project Budget
- E. Proposal Appendix

This section is to be used in conjunction with the following RFP sections:

- I. HOW TO USE THIS RFP
- II. GENERAL INFORMATION
- IV. STANDARD BLANK FORMS
- V. PROGRAMMATIC INSTRUCTIONS

If you have not received all of the sections, consult the individual that provided you with this section.

III. STANDARD INSTRUCTIONS

This section provides instructions for preparing and submitting the proposal.

PREPARING A PROPOSAL

When completed, the proposal should be comprised of the following five components:

- Grant Proposal Cover Sheet (OCJP-231) with an <u>ORIGINAL</u> signature. (Please use blue ink for the signature.)
- Preference Points Certification Form
- Project Narrative
- Project Budget (OCJP A303a-c)
- Proposal Appendix

Failure to include all of the required components may result in a reduced score, or disqualification. OCJP will <u>not</u> advise applicants that their proposal is incomplete prior to rating or disqualification.

The instructions in this section correspond to each of these proposal components. These instructions also correspond to the forms provided in the Standard Forms section.

Applicants should use the forms provided or computer-generated forms, and plain white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OCJP forms and must not allow the applicant more space than that provided on the OCJP forms. The Programmatic Instructions may specify a space limitation. If a space limitation is specified, strict adherence to the space limitation is required. Information submitted in excess of the space limitation will not be read or rated.

Proposals should be typed or computer-generated. Typed or computer-generated characters should be no smaller than the equivalent of standard 12 pitch print. **Applicants are encouraged to single space proposals in order to reduce the total number of pages required.** Page size should not exceed standard 8 1/2 x 11 inch paper.

Copies of the proposal should be assembled separately and individually fastened in the upper left corner. DO NOT BIND PROPOSALS.

SUBMITTING A PROPOSAL

In order to submit the proposal, applicants must meet the eligibility criteria specified in the Programmatic Instructions section and must meet the following submission requirements:

Deliver the proposal to OCJP by the deadline, with an original signature.

• **Deliver the proposal to OCJP:** Applicants must submit one original and three copies of the proposal. Applicants must mail or hand deliver proposals to:

Office of Criminal Justice Planning Attention: Juvenile Justice and Delinquency Prevention Branch Challenge Activity Grant Program, FY 1997 RFP 1130 K Street, Suite 300 Sacramento, California 95814

If you intend to deliver the proposal personally, please follow these directions:

1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. Please note that K Street is a pedestrian mall at this location.

Indoor parking structures are located on the east side of 12th Street between K and L Streets and on 10th Street between K and L Streets. Street parking is scarce, and require quarters for parking meters.

Once you enter the building at 1130 K Street, take the elevator to the Lower Level and deliver the proposal to LL60. The proposal will be date stamped and you will be provided a receipt.

- **By the deadline:** The deadline for submission is specified in the Programmatic Instructions. **Proposals received after the deadline will not be considered for funding.** All proposals will be date and time stamped upon receipt at OCJP. It is the responsibility of the applicant to ensure that the proposal is received at OCJP by the specified deadline. OCJP will not be responsible for late or incomplete proposals due to mistakes or delays of the applicant or the carrier used by the applicant. A postmark is <u>not</u> sufficient. OCJP will not accept electronic facsimiles (fax) of the proposal. Materials submitted after the deadline will not be considered during the rating process. OCJP will not notify applicants regarding omissions or accept any late additions to a proposal.
- With an original signature: At least one copy of the proposal must have an <u>original</u> signature of the official authorized to sign for the applicant on the Grant Proposal Cover Sheet (OCJP 231). OCJP will not accept a stam ped, photocopied, faxed or electronic version of a signature as meeting this requirement. Please use blue ink for the signature, so that the original signature can be easily distinguished from photocopied signatures.

A. GRANT PRO POSAL COVER SHEET (OCJP 231)

The following instructions apply to the numbered boxes of the Grant Proposal Cover Sheet (OCJP 231). A copy of this form is in the Standard Forms section.

- 1. **Administrative Agency:** Enter the complete name of the unit of government or private nonprofit organization that is applying for funding (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau, Inc.; also referred to as the "grantee").
- 2. <u>Implementing Agency:</u> Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Probation Department, District Attorney, Sheriff) and the contact person's name, title, address and phone number.
- 3. **Project Title**: Enter the complete title of the project. <u>Limit the number of characters in the title to 60</u>. Do not use acronyms.
- 4. **Grant Period**: Enter beginning and ending dates of funding as specified in the Programmatic Instructions.
- 5. **Project Director:** Enter the name, title, mailing address and telephone number of the individual ultim ately responsible for the project.
- 6. **Funds Requested**: Enter the amount of funds requested for the project in the appropriate category based on OCJP directions regarding funds available. The amount must be consistent with the proposal budget. If not applicable, enter N/A.
 - a. **Federal Amount**: Enter the amount of federal funds requested for the project. The amount must be consistent with the proposal budget.
 - b. **State Amount**: Not applicable.

- c. Cash Match: Not applicable.
- d. **In-Kind Match**: Not applicable.
- e. **Total Project Cost**: Enter the amount from item a. The amount must be consistent with the proposal budget.
- 7. Official Authorized to Sign for Applicant/Grantee: Enter the signature, name, title, address and telephone number of the person authorized to submit the grant proposal. This person's original signature (not a stam ped, photocopied or facsimile {fax} version) must be on at least one copy of the Grant Proposal Cover Sheet submitted to OCJP.
- **B. PREFERENCE POINTS CERTIFICATION FORM** (A copy of this form is included in the Standard Forms section.)

California Government Code Section 7093 requires OCJP to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas that have been identified to receive state contract preference points due to high unemployment, lower incomes and population density. The goal of the Enterprise Zone program is to stimulate growth in economically distressed areas. Five percent of the total possible points awarded will be added to the proposal for applicants that specifically target a designated zone for services. Two percent will be added to the proposal for applicants whose service area includes a zone, but who do not specifically target the area for services.

A list of Enterprise Zones, addresses and telephone numbers of contacts is presented below. Applicants eligible for preference points must provide certification of eligibility by the appropriate agency. Self-certification is not allowed. A certification form is provided in the Standard Forms section of the RFP. **Preference points do not apply to statewide projects.**

ENTERPRISE ZONE CONTACTS

(Revised December 1995)

COMMUNITY/CONTACT	TELEPHONE	ADDRESS	
CALIFORNIA DEPT. OF	(916) 324-8211	Enterprise Zone Programs	
COMMERCE	Fax 322-7214	801 K Street, Suite 1700	
		Sacramento, CA 95814	
AGUA MANSA			

City of Colton	(909) 370-5167 Fax 370-5154	Dept. of Economic Development 650 North LaCadena Drive Colton, CA 92324
City of Rialto	(909) 820-2686 Fax 873-2921	Dept. of Economic Development 150 South Palm Avenue Rialto, CA 92376
City of Riverside	(909) 715-3516 Fax 782-5752	Dept. of Development 3900 Main Street Riverside, CA 92522
Riverside County	(619) 863-8331 Fax 863-8478	Economic Development Agency 3499 10th Street Riverside, CA 92501
San Bernardino County	(909) 387-4579 Fax 387-4538	Department of Economic/ Community Development 474 W. 5th Street San Bernardino, CA 92415
ALTADENA/PASADENA	(818) 798-6751 Fax 798-9619	Enterprise Authority 2061 North Los Robles Avenue, Suite 104 Pasadena, CA 91104
BAKERSFIELD/KERN City of Bakersfield		
	(805) 326-3765 Fax 328-1548	Economic Development and Redevelopment Division 515 Truxton Avenue Bakersfield, CA 93301
Kern County	(805) 861-2041 Fax 325-2825	Community Development Dept. 2700 M Street, #250 Bakersfield, CA 93301
CALEXICO	(619) 768-2177 Fax 357-5864	City of Calexico Redevelopment Agency 608 Heber Avenue Calexico, CA 92231
COACHELLA VALLEY	(619) 399-4288 Fax 399-4289	Coachella Valley Enterprise Zone Authority 86-705 Avenue 54, Suite C Coachella, CA 92236

DELANO	(805) 721-3340 Fax 721-2135	City of Delano Planning Department 1015 11th Avenue
EUREKA	(707) 441-4216 Fax 441-4138	Delano, CA 93215 City of Eureka Redevelopment Agency 531 K Street
FRESNO	(209) 233-2564 Fax 233-2156	Eureka, CA 95501-1165 Fresno EDC 2344 Tulare Street, Suite 100 Fresno, CA 93721
KINGS COUNTY	(209) 582-4326 Fax 582-7908	Crown Economic Development Corp. 1222 W. Lacey Blvd., Ste. 101 Hanford, CA 93230
LONG BEACH	(310) 570-3854 Fax 590-6829	City of Long Beach Economic Development Bureau 230 Pine Avenue, 3rd Floor Long Beach, CA 90802
LOS ANGELES, CENTRAL CITY	(213) 485-2956 Fax 847-3835	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
LOS ANGELES, EASTSIDE Field Office	(213) 485-4767 Fax 485-1356	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
LOS ANGELES, NORTHEAST VALLEY Field Office	(213) 485-2956 Fax 847-3835 (213) 899-1053	City of Los Angeles Community Development Department 215 W. 6th Street, 3rd Floor
LOCANCELEC WATTO		Los Angeles, CA 90014
LOS ANGELES, WATTS Huntington Park	(213) 584-6258 ext. 210	Community Redevelopment Agency 6550 Miles Avenue
City of Los Angeles	Fax 588-4577 (213) 485-2956 Fax 847-3835	Huntington Park, CA 90255 City of Los Angeles Community Development Department 215 W. 6th Street, 3rd Floor
Los Angeles County	(213) 260-2131 Fax 260-2194	Los Angeles, CA 90014 Community Development Commission 2525 Corporate Place, Ste. 200
Lynwood	(310) 603-0220 ext. 253	Monterey Park, CA 91754 Community Development Department 11330 Bullis Road
South Gate	Fax 639-6957 (213) 563-9533 Fax 567-0725	Lynwood, CA 90262 Community Development Department 8650 California Avenue South Gate, CA 90280

LOS ANGELES, WILMINGTON Field Office	(213) 485-2956 Fax 847-3835 (213) 548-2628	City of Los Angeles Community Development Department 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
MADERA		
Madera County	(209) 675-7768 782-7460	Industrial Development Corp. 425 Gateway Drive, Suite M
	Fax 675-3252	Madera, CA 93637
MERCED/ATWATER		
Merced County	(209) 385-7637	Office of Economic and Strategic
	Fax 385-	Development
	7489	2222 M Street
		Merced, CA 95340
City of Atwater	(209) 358-8123	Redevelopment Agency
	Fax 358-8418	1020 Cedar Avenue
		Atwater, CA 95301
City of Merced	(209) 385-4788	City of Merced
	Fax 384-5805	Redevelopment Department
		678 W. 18th Street
		Merced, CA 95340
OAKLAND	(510) 238-3703	Office of Economic Development &
	Fax 238-3691	Employment
		1333 Broadway, 9th Floor
		Oakland, CA 94610
OROVILLE	(916) 538-2420	City of Oroville
	Fax 538-2426	Planning Department
		1735 Montgomery Street
		Oroville, CA 95965
PITTSBURG	(510) 439-3505	City of Pittsburg
	Fax 439-7654	Human Resources
		340 Marina Blvd.
		Pittsburg, CA 94565

RICHMOND (510) 620-6546 Fax 620-6716 Fax 620-6716 Community Development Dept. 2600 Barrett Avenue Richmond, CA 94804 SACRAMENTO Florin/Perkins Northgate Norwood Fax 447-2261 Norwood Fax 447-2261 Fax 696-6512 SAN DIEGO/SAN YSIDRO/OTAY MESA Fax 696-6512 Fax 749-2565 Fax 749-2565 Fax 749-2565 Fax 749-2565 Fax 749-2565 Fax 277-3615 SANTA ANA (714) 647-6987 Fax 647-6548 Fax 647-6548 Fax 647-6548 Fax 647-6548 Fax 225-5303 SHASTA VALLEY Siskiyou County Fax 842-2685 Fax 842-2685 Fax 842-2685 Fax 842-2685 Fax COmmunity Development Dept. 1512 South Oregon Yreka, CA 96007	
SACRAMENTO Florin/Perkins (916) 440-1399 Sacramento Housing and Redevelopment Agency 600 I Street, #250 P.O. Box 1834 Sacramento, CA 95812-1834 Sacramento, CA 92101 SAN DIEGO- (619) 236-6821 Economic Development Services 1200 3rd Avenue, Suite 1620 San Diego, CA 92101 San Diego, CA 92101 San Diego, CA 92101 Mayor's Office of Economic Development 770 Golden Gate Avenue 2nd Floor San Francisco, CA 94102 San Jose, CA 95113 Sa	
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Siskiyou County (916) 842-1638 Siskiyou County Fax 842-2685 Economic Development Dept. 1512 South Oregon	ion
Fax 842-2685 Economic Development Dept. 1512 South Oregon	
STOCKTON (209) 937-8530 City of Stockton	
Fax 937-8904 Economic Development Div. 425 North El Dorado Street Stockton, CA 95202-1997	
WEST SACRAMENTO (916) 373-5843 City of West Sacramento Redevelopment & Housing 1102 Jefferson Blvd., Ste. D West Sacramento, CA 95691	
YUBA/SUTTER (916) 741-6463 741-6280 Fax 742-7835 Yuba County Airport & Industrial Development Department 1482-A Sky Harbor Drive Marysville, CA 95901	1

C. PROJECT NARRATIVE

The project narrative is the main body of information which describes the applicant, the need for funding, and the plan to address a comm unity problem/is sue through appropriate and achievable objectives and activities. Instructions for preparing the project narrative are contained in the Programmatic Instructions.

D. PROJECT BUDGET

This section provides standard requirements and instructions for preparing the budget. Refer to the Programmatic Instructions for instructions or requirements specific to the program.

The budget is the basis for management, fiscal review and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include only those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget any matching funds in excess of the required match. Use the Other Funding

Sources form to indicate the project's cost in relation to the total project budget. All budgets are subject to OCJP modifications and approval.

OCJP requires the applicant to develop a <u>line-item</u> budget which will enable them to meet the requirements of the grant, ensure the successful implementation of the project and be cost effective. Applicants are thus instructed to prepare a realistic and prudent budget. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. Where the applicant does not budget for a required item, OCJP will assume the applicant will use its own funds. Failure by the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

1. **Budget Requirements and Restrictions**

- a. **Supplanting Prohibited**: Funds for the project must not be used to replace or offset state or local funds that, in the absence of state or federal aid, would be made available for any portion of the project.
- b. Copyrights, Rights in Data and Patents: OCJP reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish and use, in whole or in part, any materials produced by activities supported by a grant award agreement, and to authorize others to do so. Specifics are detailed in the OCJP Grantee Handbook provided with the Grant Award Forms Package to applicants selected for funding.
- c. Project Income: Project income, such as client fees and fees for services provided by the grantee (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant, unless otherwise specified in the Programmatic Instructions. Project income cannot be used as matching funds, unless otherwise specified in the Programmatic Instructions.
- d. **Sole Source Requests**: A competitive bid process is required to purchase any equipment or consultant services with grant funds. Sole source approval is required prior to the purchase of equipment in excess of \$2,500 without using a competitive bid process, or to hire a specific consultant charging over \$2,500 without using a competitive bid process. Local units of government may use their approved procurement policy. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Although not recommended,

- whenever a specific individual/organization name is identified in the project budget, a Sole Source Request will be required. OCJP will provide assistance in submitting a Sole Source Request if the proposal is selected for funding and if OCJP determines that it is in the best interest of the project.
- e. **Training**: Budget for all anticipated training related to the project. <u>All</u> applicants must budget for a minimum of one OCJP-sponsored training session during the grant year. Applicants must also include sufficient per diem and travel allocations for persons to attend all required OCJP training conferences or workshops listed under the Programmatic Instructions. If several staff will be attending the same event, budget for the total number of people. A minimum of one project staff person from each participating agency must attend each training conference. Applicants should budget a minimum of \$150 for registration fees for each person plus the State per diem rate.
- f. **Internet Access**: OCJP expects to use the Internet as a means of communication in FY 96/97. Projects selected for funding are encouraged to interact with OCJP through the Internet. Projects are allowed to budget for this purpose, unless specifically prohibited by the programmatic instructions.

2. **Prohibited Expense Items**

- a. **Bonuses/Commissions**: Projects are prohibited from paying any bonus or commission to any individual, organization or firm.
- b. **Lobbying**: OCJP grant funds cannot be used for lobbying activities.
- c. **Fundraising**: OCJP grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.
- d. **Real Property and Improvements**: Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the Programmatic Instructions.
- e. **Interest**: The cost of interest payments is not an allowable expenditure.
- f. **Food and Beverages**: The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.
- g. **Weapons and Ammunition**: The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the Program matic Instructions.
- h. **Membership Dues**: The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the Programmatic Instructions.
- i. **Professional License**: The cost of a professional license is not an allowable expenditure unless specifically authorized in the Program matic Instructions.
- j. **Annual Professional Dues or Fees**: The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the Programmatic Instructions.
- k. **Charges, Fees and Penalties**: Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

1. **Depreciation**: Depreciation charges are not allowable expenditures.

3. **Match Policies**

Match is not applicable to the Challenge Activities Grant Program.

4. **Budget Narrative Instructions**

All applicants are required to submit a budget narrative as part of the proposal budget. The budget narrative should be typed on bond paper and placed in the proposal in front of the budget pages. In the budget narrative, describe how the project's proposed budget supports the stated objectives and activities in the project. Discuss how funds are allocated to minimize administrative costs and support direct services. Describe how the funds will be used <u>exclusively</u> to initiate or enhance the objectives and activities in order to eliminate any supplantation of funds. Describe the duties of project-funded staff, including any qualifications or education level necessary to the job assignment. Discuss any proposed staff commitment/percentage of time to other efforts, in addition to this project. Discuss the necessity of any subcontracts and any unusual expenditures. Discuss any mid-year salary range adjustments.

5. Specific Budget Categories Instructions

There are three budget categories in the proposal budget:

- Personal Services Salaries/Employee Benefits
- Operating Expenses
- Equipment

There is a separate form in the Standard Forms section for each of these budget categories. This section contains standard instructions for completing those forms. **Refer to the Programmatic Instructions for budget requirements or restrictions specific to the program.**

Each budget category requires line-item detail with the method of calculation and justification for the expense. Generally, provide one level of line-item detail unless further explanation is needed. Enter the am ount of each line item in the right hand column of the Budget Category form. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, attach as many pages as necessary using the same format.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

- a. **Personal Services Salaries/Employee Benefits** (OCJP A303a) A copy of this form is included in the Standard Forms section.
 - 1) Salaries: Personal services include all services performed by staff who are directly employed by the applicant. All other staff are to be shown as consultants in the Operating Expenses Category supported by a Memorandum of Understanding, contract or Operational Agreement. Such documentation must be kept on file by the grantee and made available for review during an OCJP site or monitoring visit or audit. However, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Personal Services Category. In either case they may be salaried or hourly, full- or part-time positions.

Sick leave, vacation, holidays, overtime and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

2) **Benefits:** Employee benefits must be identified by type and percentage of salaries. Applicants m ay use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, if negotiated as a part of the employee benefit package, are allowable budget items.

Generally, provide one level of line-item detail unless further explanation is needed. A line item is required for each different position/classification, but not for each individual em ployee. If several people will be employed full- or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1-1/2 clerical positions).

- b. **Operating Expenses** (OCJP A303b) A copy of this form is included in the Standard Forms section.
 - 1) **Allowable Expenses**: Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries and benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period.

The following items fall within this category: consultant services, travel, office supplies, training materials, research forms, equipment maintenance, equipment rental, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of \$499 or less per unit (including tax, installation and freight) and/or with a useful life of less than four years fall within this category.

Rented or leased equipment must be budgeted as an operating expense. Computer equipment rentals are allowable budget items.

2) **Travel**: Generally provide one level of line-item detail unless further explanation is needed.

a) Selection of Travel Policy

Applicants may prepare the budget using their own travel policies or the state travel policies according to the following guidelines. Upon selection of the travel policies, check the appropriate box and complete the travel policy statement at the bottom of form OCJP A303b.

- Units of Government: Units of government may use their own written travel and per diem policy or the state policy. Units of government that plan to use cars from a state, county, city or district car pool or garage may budget either the mileage rate established by the loaning agency or the state mileage rate, not to exceed the loaning agency rate.
- **Private Nonprofit O rganizations:** A private nonprofit organization that submits a proposal directly to OCJP may use the state travel and per diem policy or the applicant's written policy. The applicant's travel policy may be used only if it is more restrictive than the state's.
- **Application to Units of Local Government:** A private nonprofit organization that applies through or is funded by a local unit of government

with OCJP grant funds may use its own written travel policy, the written travel policy of the sponsoring unit of local government or state travel and per diem policy at the discretion of the local unit of government, unless otherwise directed by OCJP.

b) State Travel Policies

Use the following state travel policies for budgeting travel expenses:

- Out-of-State Travel: Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.
- **Mileage:** The state mileage rate is a maximum of 24¢ per mile unless a higher rate is justified. When project employees are authorized by project department heads or designees to operate a privately owned vehicle on project-related business, the employee will be allowed to claim 24¢ per mile without certification or up to 30¢ per mile with an annual certification that the cost of operating the vehicle equals or exceeds the amount claimed. This documentation must be on file and available for audit but should not be submitted with the proposal.

Meals and Incidentals:

Breakfast \$5.50: Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

Lunch \$9.50: Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

Dinner \$17.00: Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

Incidentals \$5.00: Incidentals may be claimed for trips of 24 hours or more.

Total: \$37.00

• **Lodging**: Statewide without a lodging receipt is \$24.99.

Statewide with a lodging receipt is the actual lodging expense up to \$79.00, plus applicable taxes.

• Other: Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt.

Parking in excess of \$6.00 must be supported by receipt.

- 3) **Consultant Services**: Consultant services are provided on a contractual basis by individuals or organizations that are not employees of the applicant (see Personal Services-Salaries). Consultants must not be used in lieu of employees. Consultants are defined as individuals or organizations that meet some or all of the following criteria:
 - produce a specific product or service;

- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

If a specific consultant is identified as a sole source, additional justification will be required if the proposal is selected for funding.

- a) **Consultant Rates**: Consultant rates are to be negotiated by the grantee in accordance with the agency's consultant hiring policies. The rate is the total amount payable including any and all benefits.
- 4) **Facility Rental:** Up to \$10 per square foot annually (83¢ per square foot per month) without maintenance or \$12.50 per square foot annually (\$1.04 per square foot per month) with maintenance is allowed for facility rental. If the rental cost for office space exceeds these rates, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.
- 5) **Rented or Leased Equipment**: If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost effective to rent or lease the equipment than it is to purchase it and must be approved by OCJP prior to the execution of any rental or lease agreement. Grant funds may not be used for interest on lease agreements.
- 6) **Indirect Costs/Administrative Overhead**: Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs.

Flat rates not exceeding 10% of personnel salaries (excluding benefits and overtime) or 5% of total direct project costs (excluding equipment) may be budgeted by applicants for indirect costs.

Applicants funded with federal funds must have a federally approved indirect cost allocation plan. This plan must clearly indicate that line items charged to a direct cost category (e.g., "postage") are <u>not</u> included in the indirect cost category. All costs included in the plan must be supported by form al accounting records which substantiate the propriety of eventual charges.

- 7) **Audits**: Budget for the cost of obtaining a financial audit. Please see the audit requirements specified in the General Information Section under Administrative Requirements. Allowable audit costs are as follows:
 - If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$1,500 for the financial audit costs; or
 - If the total amount of the grant is greater than \$150,000, the applicant may budget up to 1% of the total grant for financial audit costs.
- c. **Equipment:** (OCJP A303c) A copy of this form is included in the Standard Forms section.

Equipment is defined as nonexpendable tangible personal property having a useful life of more than four years and an acquisition cost of \$500 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three dot-matrix printers should be one line item, not three).

1) **Allowable Expenses**: Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification including cost effectiveness, with the Grant Award Forms Package. Prior approval by OCJP is required.

All equipm ent purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the grantee at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

2) **Computers**:

- a) Nonprofit Organizations: Applicants from nonprofit organizations may budget up to \$25,000 in computer equipment, software and related costs. Completion of a Computer Purchase Face Sheet with attached justification is required. Instructions for this requirement are included below. If the proposal is selected for funding, OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase.
- b) Units of G overnment: Applicants from units of government may budget for computer equipment, software and related costs. Completion and submission of the requested information contained on a Computer Purchase Face Sheet with attached justification are required. If the proposal is selected for funding, OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase. If federal grant funds totaling in excess of \$50,000 are used for automated data processing purchases, prior federal approval is also required.

Units of government establishing or enhancing criminal intelligence systems using federal funds are also subject to 28 CFR Part 23 of the Code of Federal Regulations. Consult the Programmatic Instructions for information regarding additional requirements and approvals.

c) Computer Purchase Request and Justification: Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Use a Computer Purchase Face Sheet to request the purchase of automated systems/computers. (A copy of this form is included in the Standard Forms section.) Attach a justification on bond paper using as many pages as necessary to answer the following questions. Include sufficient information to explain the requested system/computer. The amount of information necessary will be determined by the complexity of the proposed system.

If the total proposed computer system cost is under \$10,000, answer the following question:

What is your agency's purpose for the proposed system? Include a description
of the items to be purchased and how they will be used. Also, explain how the
proposed equipment and/or software will enhance the project's ability to
achieve the objectives/activities of the project as specified in the Grant Award
Agreement.

If the total proposed computer system cost is over $$10,000, \underline{also}$ answer the following questions:

- Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description, please be specific as to type and location of hardware/software and how the system will be operated and maintained.
- Will the proposed system design meet not only your current, but future needs?
 Describe in detail.
- Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
- Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes or no responses in detail.

When applicable, also answer the following questions:

- For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OCJP for additional information regarding SINS requirements.
- Does the proposed system include intelligence data subject to 28 CFR Part 23
 of the Code of Federal Regulations? Contact Western States Information
 Network (WSIN) regarding these requirements and have them sign the
 certification of compliance.

By submitting this request along with the signed Grant Proposal Cover Sheet, the Project Director certifies that all resources (e.g. hardware, software, personnel and telecommunications) to be utilized by this project are in compliance with all applicable standards, policies and procedures for automated systems as contained in the agency's local policies and operating procedures. The Computer Purchase Face Sheet and Justification should be placed in the proposal appendix.

- 3) **Autom obiles:** Automobiles may be allowable budget items unless prohibited by the Programmatic Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OCJP at a site visit and by the auditor during the required annual audit.
- 6. **Other Funding Sources** (OCJP 653) A copy of this form is included in the Standard Forms section.

Complete the Other Funding Sources form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the Grant Funds

column, report the OCJP funds requested by category and then calculate the totals by category in the Program Total column. Total each column to arrive at the total program funds available.

7. **Prior/Current O CJP Funding** A copy of this form is included in the Standard Forms section.

List all currently funded OCJP projects and all OCJP grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of OCJP funding. For current and proposed grants that include positions funded by more than one OCJP grant, list the personnel by title and the percentage of the position funded by OCJP. The percentage of funding must not exceed 100% for any one individual. **For example:**

Fiscal Year	Grant No.	Gran Amount	t Personnel By Title	Percentage Paid By OCJP
1993-94	CP9301000	01\$67,000	Project Director	25%
1993-94	CR9302000		Project Director	25%
1993-94	DS9302000		Project Director	50%

E. PROPOSAL APPENDIX

The Proposal Appendix provides additional information required by OCJP to support components of the grant application. The Programmatic Instructions may require submission of additional documents:

The most common documents required in the Appendix are:

- Computer Purchase Request and Justification (refer to Equipment Budget Instructions).
- Operational Agreements.
- Nonprofit Status Documentation.
- 1. <u>Operational Agreements</u>: Operational Agreements must have an <u>original signature</u> and demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the proposal must be effective for the 1996-97 grant year. For the purpose of this RFP, the terms **Operational Agreement** and **Memorandum of Understanding (MOU)** are synonymous. A sample Operational Agreement is provided in the Standard Forms section of this RFP.
- 2. Nonprofit Status Documentation: Community-based organizations (CBOs) applying for funds must be active California nonprofit corporations in good standing. It is the grantee's responsibility to file a yearly Statement of Officers form with the Secretary of State. CBOs applying for funds must document their nonprofit status by submitting a copy of one of the following tax forms for the most recently ended fiscal year or an Internal Revenue Service (IRS) letter of approval:
 - IRS Form 990;
 - State of California, Franchise Tax Board Form 199;
 - State of California, Board of Charitable Trusts Form CT2:
 - IRS Form 1023 or 1024 for those organizations whose nonprofit status is pending IRS approval;
 - IRS letter approving nonprofit status; or
 - Other documents from the IRS or Franchise Tax Board demonstrating nonprofit status.

If an extension of any of these tax forms has been requested, applicants must submit a copy of the extension request and a copy of the prior year's tax form.

Note: The Programma tic Instruction includes a copy of the rating form that will be used by OCJP to rate the proposal. **This form is provided only for your information. Do not subm it the rating form with the**

proposal.

OFFICE OF CRIMINAL JUSTICE PLANNING

1130 K S TREET, S UIT E 300 SA CRAM ENT O, CA 95814

CHALLENGE ACTIVITIES GRANT PROGRAM REQUEST-FOR-PRO POSALS FISCAL YEAR 1996/97

IV. STANDARD BLANK FORMS

- A. Grant Proposal Cover Sheet
- B. Preference Points Certification Form
- C. Project Budget Narrative (no standard forms provided)
- D. Budget Forms
- E. Other Funding Sources
- F. Prior, Current and Proposed OCJP Funding
- G. Project Summary
- H. Project Narrative (no standard forms provided)
- I. Appendix Forms
 - Sample Operational Agreem ent
 - Computer Purchase Face Sheet

This section is to be used in conjunction with the following RFP sections:

- I. HOW TO USE THIS RFP
- II. GENERAL INFORMATION
- III. STANDARD INSTRUCTIONS
- V. PROGRAMMATIC INSTRUCTIONS

If you have not received all of the sections, consult the individual that provided you with this section.

OFFICE OF CRIMINAL JUSTICE PLANNING GRANT PROPOSAL COVER SHEET

The following Administrative Agency (1)			
hereby submits a proposal for the			
Program, and/or authorizes the following (2) Implementing			
Agency			
Contact Person Title			
Address	Telephone		
(3) PROJECT TITLE	(4) GRA NT PER IOD		
(5) PROJEC TDI RECTOR (Name, Title, Address, Telephone) (Four Lines Maximum)	(6) FUND S REQUES TED		
	(a) Fed eral A mou nt		
	(b) S tate A mount		
	(c) C ash Match		
	(d) I n-Kin d Mate h		
	(e) Total Project Cost		
in the Request-for-Proposals (RFP) and if selected for fund a timely manner. The applicant understands that OCJP is	cance of the responsibility to comply with all OCJP requirements stated ding, to submit the forms required in the Grant Award Forms Package in s not obligated to fund the project until the applicant submits correctly ment. The applicant further agrees to administer the grant according to		
(7) Official Authorized to Sign for Applicant/Grant	ee		
Signature:	Date:		
Name:	ne: Telephone ()		
Title:			
Address:			
City: Zin Code:			

IV-1 Forms

PREFERENCE POINTS CERTIFICATION

Use this format if one is not provided by the Lead agency.

DATE:	
TO:	OFFICE OF CRIMINAL JUSTICE PLANNING
FROM:	Community Contact Enterprise Zone Program
SUBJECT:	PREFERENCE POINTS
(check only o	one box)
_ (5%)	The applicant named below has targeted this enterprise zone for grant-related activities.
	The applicant named below has not specifically targeted this enterprise zone for grant-related activities. However, oplicant provides needed services to residents of this community.
Appli	icant Name:
Proje	ct Name:
	ess:
	ram Zone:
I certify that I	have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by remment Code Section 7093.
Pr in t na me of com	mu nit y co nt ac t Ti tl e Da te
Ad dress	
()	
Telephone Number	

IV-2 Forms

THE PROJECT BUDGET NARRATIVE GOES HERE

No standard forms are provided for the Project Budget Narrative

See Programmatic Instructions for details

IV-3 Forms

BUDGET CATEGORY AND LINE-ITEM DETAIL	
A. Personal Services - Salaries/Employee Benefits	COST
TOTAL	

OCJP-A303a

IV-4 Forms

BUDGET CATEGORY AND LINE-ITEM DETAIL	
B. Operating Expenses	COST
_ The applicant will use the state travel policy.	
_ The applicant will use a travel policy other than the State's.	
The applicant will use the written policy of	
which is more / less restrictive than the State's.	
TOTAL	

OCJP-A303b

IV-5 Forms

BUDGET CATEGO	ORY AND LINE	-ITEM DETAIL	4	
C. Equipment				COST
CATEGORY TOTAL				
PROJECT TOTAL				
FUND DI ST RIB UTI ON	FEDE RAL	ST ATE	CASHMATCH	IN-KIND MATC H
1. Amount of Funds				
2. Percentage of Funds				

OCJP-A303c

IV-6 Forms

All programs are required to complete this form (OCJP-653).]

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the Grant Funds column, report the OCJP funds requested by category; in the Other Funds column, report all other funds available to support the project by category and then calculate the totals by category in the Program Total column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES						
BUDGET CATEGORY	GRANT FUNDS (Use only the grant funds identified in the preceding budget pages.)	OTHER FUNDS	PROGRAM TOTAL			
Personal Services						
Operating Expenses						
Equipment						
TOTAL						

OCJP-653 (Rev. 1/94)

THIS FORM DOES NOT BECOME PART OF THE GRANT AWARD.

IV-7 Forms

List all currently funded OCJP projects and all OCJP grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of OCJP funding. For current and proposed grants that include positions funded by more than one OCJP grant, list these personnel by title and the percentage of the position funded by OCJP. The percentage of funding must not exceed 100% for any one individual. **For example:**

FISCAL	GRANT	GRANT	PERSONNEL	PERCENTAGE	
YEARNUM	IBER	AMOUNT	BY TITLE	PAID BY OCJP	
1993-94 1993-94 1993-94	CP930100 CR930200 DS930200	901 \$67,000	Project Director Project Director Project Director	25% 25% 50%	

PRIOR, CURRENT AND PROPOSED OCJP FUNDING						
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF OCJP FUNDING		

IV-8

PROJECT SUMMARY INSTRUCTIONS

PLEASE FOLLOW THE INSTRUCTIONS WHEN COMPLETING THE PROJECT SUMMARY BECAUSE THERE ARE SOME AREAS WHERE YOU WILL NEED TO USE A NUMERICAL CALCULATION.

All of the necessary project information must be placed on the form in the space allowed. May be single spaced. **Additional pages may not be added.** This is a summary of the project narrative.

- **PROGRAM FOCUS:** Check the appropriate program area. Only one program area may be selected for each application. (Please refer to the RFP Section V, E.)
- **2. GRANT PERIOD:** Enter starting and ending date of grant (i.e, 6-23-97 to 6-22-98).
- **3. LOCATION OF SERVICE:** Enter the area in which services will be provided to youth by these Challenge funds (e.g., city, county).
- **PROJECT TITLE:** Enter the complete title. The title MUST describe the focus of the project. Acronyms are not acceptable. Do not exceed 60 characters, including space and punctuation.
- 5. # OF VOLUNTEERS: Enter the number of volunteers project plans to utilize within the scope of this Challenge project.
- **6. APPLICANT:** Enter the name and complete address of the organization that is applying for the grant.
- 7. **IMPLEMENTING AGENCY:** Enter the agency or organization designated on the grant award face sheet as the programmatic recipient of the grant funds who will accomplish the planned objectives and program goals. This may or may not be the same as applicant.
- **8. PROGRAM DESCRIPTION:** Provide a brief statement which OCJP can publish describing what the project will do, the communities or neighborhoods targeted and the clientele to be served. Construct the project to meet the specific and unique needs of delinquent and pre-delinquent youth. Public/private partnership funding and coordination of community resources are important attributes.
- 9. PROBLEM STATEMENT: The Problem Statement is a brief summary of the information included in the Project Narrative. Describe the existing local problem which the project will attempt to ameliorate and why this project is necessary. Support the existence of the problem with current, local data on the specific youth population (under 18 years) needing service. Describe the demographics of the communities to be served, and significant social and economic factors.
- **10. OBJECTIVES:** Include specific, measurable objectives as to the desired result or impact of the project. Objectives must be specific and measurable to the extent that they eliminate or reduce the problem cited in your Problem Statement. Show number of youth/parents etc. entering, completing, etc. Refer to Guidelines for instructions. These must be essentially the same objectives as given in the Project Narrative, but can be brief and succinct here, if needed.
- 11. **ACTIVITIES:** List the summary of major activities planned to carry out each objective listed above. These statements should be specific as to how many youth, families or parents will be served, how often, by whom, and for what purpose. Activities must be essentially the same as given in the Project Narrative, but can be brief and succinct here.
- **EVALUATION:** Describe how project performance will be measured (e.g. pre- and post- testing, recidivism checks, specific behavioral changes). The evaluation must measure changes in the youth served or the community which are achieved as a result of the project. Pre- and post- evaluation of performance is very important. The evaluation must relate directly to your objectives. The focus should be on results, not process.

IV-9 Forms

- 13. YOUTH TO BE SERVED: a) Enter the number of youth to be served with the requested Challenge funds. b) Enter the total number of youth to be served by the project with all funds included but not limited to Challenge funds. The number of youth to be served is defined as those who will receive services from the project. The number of youth to be served should fit the narrow focus you have described in your Problem Statement. c) Enter the number of youth receiving direct services (one-on-one contact as opposed to referral only or presentation/rally numbers). Direct Services is defined as services provided through direct, one-on-one contact with youth by actual service provider (project staff). A school rally, community presentation, etc, are considered indirect services and are not to be included (in either the numbers of youth counted for Direct Services or expenses allocated for Direct Services). Do not include any claimed operating or administrative expenses.
- **14. FUNDS:** a) Enter the amount of Challenge funds requested. b) Enter the cost per youth (amount of funds divided by the number of youth served per #13a). c) Enter the cost per youth based on amount of Challenge funds allocated for direct services to youth only (take the portion of Challenge funds requested that will be devoted to direct services and divide by the number in 13c).
- **PROJECTED BUDGET:** List the amount of Challenge funds and other income for each of the subheadings given that will be available to support the activities related to accomplishing the goals and objectives of this proposed grant award agreement. Fill in the other incomes and sources to pay for the expenses. Include a total for Challenge, Other Income and Total Project Cost.
- **16. BUDGET SUMMARY FOR IMPLEMENTING ORGANIZATION:** Complete each item in this section. If the implementing agency is a governmental entity, the section does not need to be completed.
- 17. **RESPONSIBLE OFFICIAL:** The official responsible for the project, either the applicant who submits the RFP response or the implementing agency, should sign and date the Project Summary. Include the individual's title and his/her typed name.

IV-10 Forms

OFFICE OF CRIMINAL JUSTICE PLANNING CHALLENGE ACTIVITIES GRANT PROGRAM PROJECT SUMMARY						
1. PROGRAM FOCUS: (Check one of the following) Alternatives Gender Specific Aftercare	2. GRANT PERIOD:	3. LOCATION OF SERVICE: Service Area:				
4. PROJECT TITLE:						
5. # OF VOLUNTEERS FOR JJDP I	FUNDED PROJECT:	_				
6. APPLICANT'S NAME:	7. IMPLEMENTING AG	ENCY'S NAME:				
Address:	Address:					
Phone: () Fax #: ()	Phone: () _ Fax #: () _					
8. PROGRAM DESCRIPTION: N	New Project Exp	ansion of Existing Project				
9. PROBLEM STATEMENT:	Age of Target Popu	lation				
9. PROBLEM STATEMENT:	Age of Target Popu	1800n				

OCJP-227 (Rev. 4/1997)

IV-11 Forms

4.0	
10.	OBJECTIVES:
11.	ACTIVITIES:
12	
12.	EVALUATION:

OCJP-227 (Rev. 4/1997)

13.	YOUTH TO BE SERVE) :	14. FUNDS			
	a) By Challenge		a) Funds Requested			
	b) By Total Project Funds		b) Cost per Youth			
	c) Challenge Direct Service	s Funds	c) Cost per Youth based on Direct Service Funds	d only		
15.	PROJECTED BUDGET:					
			Other Income and Source (list fees, grants, private monies and in-kind contributions).			
		Challenge Amount	Amount	Source		
	Personnel Expenses					
	Operating Expenses					
	Equipment					
		Challenge Total	Other Income Total	Total Project Cost		
16.	BUDGET SUMMARY FO (This section does not include	OR IMPLEMENTING the the proposed Challer	IG ORGANIZATION (as or age funds)	f 6/1/97):		
	Total Agency Budget (excluding proposed JJDP f	unds)		\$		
	Total OCJP Grants Currentl (within Implementing Organ	y Administered nization's budget)		\$		
	# of Volunteers					
	# of Full-Time Paid Staff					
	# of Part-Time Paid Staff					
17.	NAME OF OFFICIAL R	ESPONSIBLE FOR	THE PROJECT:			
	Signature:		Date:			
	Typed Name:		Title:			

OCJP-227 (Rev. 4/1997)

IV-13 Forms

THE PROJECT NARRATIVE GOES HERE

No standard forms are provided for the Project Narrative See Programmatic Instructions for details

IV-14 Forms

THE PROPOSAL APPENDIX GOES HERE

See Programmatic Instructions for details

The two most commonly used forms in the Appendix are Operational Agreements and the Computer Purchase Face Sheet.

IV-15 Forms

SAMPLE OPERATIONAL AGREEMENT

IV-16

COMPUTER PURCHASE FACE SHEET					
GRANTEE:		GRANT AWARD NO:			
PROJECT TITLE	: :				
GRANT AWARI	O PERIOD:				
From:		, 19	to	, 19	
Software Cost:		Hardwa		Other Related Items Costs:	
\$		\$		\$	
Total Proposed Co	omputer Syste	m Cost: \$			
Total Grant Awar	d Amount: \$				
		FOR	OCJP USE ONLY		
	Approved	Denied			
	_	_	Program Staff's Signature		Date
Under \$10,000	_		Branch Chief's Signature		Date
Over \$10,000			Division Chief's Signature		Date
	_	_	Data Processing Manager's Signatur	e	Date

CHALLENGE ACTIVITIES GRANT PROGRAM

REQUEST-FOR-PROPOSALS FISCAL YEAR 1996/97

V. PROGRAMMATIC INSTRUCTIONS

- A. Submission of Proposals
- B. Contact
- C. Eligibility Criteria
- D. Funding Cycle and Duration
- E. Program Information
- F. Proposal Instructions
- G. Project Narrative Instructions
- H. Specific Program Budget Instructions
- I. Miscellaneous Instructions
- J. Appendix Instructions

This section is to be used in conjunction with the following RFP sections:

- I. HOW TO USE THIS RFP
- II. GENERAL INFORMATION
- III. STANDARD INSTRUCTIONS
- IV. STANDARD BLANK FORMS

If you have not received all of the sections, consult the individual that provided you with this section.

V. PROGRAMMATIC INSTRUCTIONS CHALLENGE ACTIVITIES GRANT PROGRAM

A. SUBMISSION OF PROPOSALS:

THE FINAL DEADLINE FOR RECEIPT OF ALL PROPOSALS AT OCJP IS:

DATE: May 29, 1997

TIME: No later than 5:00 p.m.

Mail or deliver proposals in an envelope to:

Office of Criminal Justice Planning Attention: Juvenile Justice and Delinquency Prevention Branch Challenge Activity Grant Program, FY 1997 RFP 1130 K. Street, Suite 300 Sacramento, California 95814

B. CONTACT:

Questions concerning this RFP should be directed to:

Juvenile Justice and Delinquency Prevention Branch, (916) 324-9124.

C. ELIGIBILITY CRITERIA:

Applicants for the FY 1996/97 Challenge Activities Grant Program are **limited to**: organizations with documented nonprofit status, or application pending for nonprofit status; or state, local or tribal governmental agencies.

Organizations operating for profit are **not eligible** to receive JJDP funds.

Proposals **must include** a completed Project Summary with an original signature on the third page of the person authorized to implement the grant award.

D. FUNDING CYCLE AND DURATION:

Agencies selected for funding through this RFP will be funded for a 12-month period. Agencies responding to this RFP must budget funds for the full 12 months. The grant period will begin on June 23,1997 and end on June 22,1998. **There is not a match requirement for this federally funded program.**

E. PROGRAM INFORMATION:

Congress established the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974 (42 U.S.C. 5601 et seq.) to provide a comprehensive, coordinated approach to the problems of juvenile delinquency, and to provide resources to increase the capacity of state and local governments, public and private agencies to conduct effective juvenile justice and delinquency prevention, and rehabilitation programs. Congress annually determines whether to appropriate funds for this purpose. Under the administration of the Federal Office of Juvenile Justice and Delinquency Prevention (OJJDP), available funds are allocated among the states primarily on the basis of relative population of youth under the age of 18.

The 1992 reauthorization of the JJDP Act added to Title II a new Part E, State Challenge Activities. The purpose of State Challenge Activities is to provide incentives for States participating in the Formula Grants Program to develop, adopt, and improve policies and programs in 1 or more of the 10 specified Challenge areas. California received a total of \$1,164,000 in Challenge Activities Grant Program funds to be expended by September 30, 1998. Primary policy and funding decisions regarding JJDP funds are made by the California Juvenile Justice and Delinquency Prevention State Advisory Group (SAG).

The SAG has determined California will implement three of the ten specified Challenge Activities. Further, the Activities will be funded at the following levels, by population categories, as specified.

FY 1997/98 CHALLENGE GRANT APPROVED ACTIVITIES

Activity C - "Increasing community-based alternatives to incarceration by establishing programs such as expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, and electronic monitoring, and developing and adopting a set of objective criteria for the appropriate placement of juveniles in detention and secure confinement." Hereafter referred to as **Alternatives to Incarceration**.

• FUNDING: Fund 3 (three) one-year pilot projects; one large at \$158,000, one medium at \$130,000, and one small project at \$100,000.

Activity E - "Developing and adopting policies to prohibit gender bias in placement and treatment and establishing programs to ensure that female youth have access to the full range of health and mental health services, treatment for physical or sexual assault and abuse, self-defense instruction, education in parenting, education in general, and other training and vocational services." Hereafter referred to as **Gender Specific**

• FUNDING: Fund 3 (three) one-year pilot projects; one large at \$141,333, one medium at \$113,333, and one small project at \$83,334.

Activity I - "Increasing aftercare services for juveniles involved in the justice system by establishing programs and developing and adopting policies to provide comprehensive health, mental health, education, and vocational services and services that preserve and strengthen the families of such juveniles." Hereafter referred to as **Aftercare Services**.

• FUNDING: Fund at least 3 (three) one-year pilot projects; one large at \$158,000, one medium at \$130,000, and one small project at \$100,000.

SAG has defined the following population service area categories:

<u>Category</u> <u>Population Service Area</u>

Large over 700,000
Medium 100,000 to 699,999
Small less than 100,000

Applicants submitting this RFP may apply for funding under one, two, or all three Challenge Activities approved by the SAG. Each application must be separate and apart from any other and each application will be rated individually and only on the material submitted for that Activity. These program Activity areas are very specific and as such it is anticipated that any applicants will be uniquely qualified to address the Activity area chosen. It is the responsibility, therefore, of the applicants to make it clear why their agency is the best candidate for funding for the specific Activity area requested.

Each Activity has separate, minimum objectives described in the Project Narrative Instructions section.

F. PROPOSAL INSTRUCTIONS:

Please use the following checklist to ensure that all copies of the completed proposal contain the required components in the order listed below:

- Grant Proposal Cover Sheet (OCJP-231) (with an ORIGINAL signature on the original)
- Preference Points Certification Form
- Project Budget Narrative
- Project Budget (OCJP A303a c)
- Other Funding Sources (OCJP 653)
- Prior, Current and Proposed OCJP Funding
- Project Summary

- Project Narrative (include organization chart)
- Proposal Appendix

Failure to include all necessary forms may result in the rejection of the proposal, and will result in a lower score in the rating process. OCJP will <u>not</u> advise applicants that their proposal is incomplete prior to its rejection.

G. PROJECT NARRATIVE INSTRUCTIONS:

Project Summary (OCJP 227)

The three-page Project Summary sheet provides an overview of the proposal for use by the SAG in making funding decisions. It summarizes the information provided in the Project Narrative and in the budget. The information in the Project Summary must correspond with the information provided in the narrative and budget. The form must be completed and signed by the official authorized to obligate the agency or organization. **Omission of this completed form will cause the application in total to be rejected.**

Project Narrative

The project narrative is the main body of information which describes the applicant, the need for funding and the plan to address a community problem/issue through appropriate and achievable objectives and activities. The project narrative should be a detailed description of the project, how it is designed and will be implemented, who will be involved, what results are expected, what data will be collected and how it will be evaluated. The project narrative must be no more than eight (8) typewritten pages (the Organizational Chart must be only one page and is not included in the eight-page limit); and each page must not have more than 30 lines. Do not reduce the standard 12 pitch print or standard paper size of 8 1/2" by 11". Reduction in print or paper size will be considered a violation of mandatory criteria and the proposal may be disqualified. See Proposal Forms section for appropriate forms.

It is suggested that applicants allocate as much space as possible to the Objectives and Activities section of the Project Narrative. It is important that the application describe as clearly and as completely as possible exactly how the project will operate with the grant funds. Each form must be completed by the applicant. It is not acceptable to reference another section or page in lieu of completion. No additional pages (charts, graphs, letters of support) may be submitted unless indicated on the specific OCJP form or RFP instructions.

When preparing the proposal, follow the format and address each of the following areas:

1. Problem Statement

The Problem Statement must clearly identify the area to be served, the specific problem the project will be addressing, why current resources are not meeting the need, how the applicant will address the problem through OCJP funding, and the impact the project will have on the problem. The Problem Statement must define the target population, including the number of youth to be served by the grant funds, the age range and eligibility and selection criteria. Describe the criteria used by the applicant for the appropriate placement of juveniles in detention and secure confinement. The Problem Statement must indicate if any organizations or agencies now provide same or similar services to those proposed in the target area or for the target population. The Problem Statement must include a demographic description of the target area and/or clientele including the geographic, economic composition, significant social and crime factors and ethnic breakdown, both of the target area population and of the juveniles in contact with law enforcement or other juvenile justice agencies, by number and percentage (Asian, Black, Hispanic, Native American, Pacific Islander, White).

The Problem Statement must support the existence of the problem with baseline data, i.e., current local crime or survey data, number of youth needing services, etc., and how the project will impact these statistics. The Problem Statement must provide the name of the source for all statistics provided in the proposal. Examples of statistical data include reported crimes, drug use forecasting data, etc. Remember that youth to be served must be under 18 years of age. The idea is to focus on a relatively small target group with a specific problem that the project can impact in such a way as to reduce or eliminate the problem.

2. Project Objectives and Project Activities

General

An objective is a precise statement describing exactly what the applicant intends to achieve during the project period. Specific activities must be designed to correspond to each objective. The activities must describe what services will be provided for objective achievement. Each objective may have more than one activity. There must be a direct relationship between the problem statement, the objectives, the activities and the budget. The objectives must address each of the needs discussed in the Problem Statement. The problem identified in the Problem Statement must be reduced or modified by meeting the objectives. The objectives must be stated in terms of results and accomplishments, and be measurable and quantifiable, i.e. numerically expressed, either in percentages or whole numbers.

Objectives should be realistic. The number of objectives, as well as the number of persons addressed or served, should be related to the population base and identified community needs. The project should be serving youth throughout the entire 12 month grant period. Applicants must include the mandatory objectives listed under each chosen Challenge Activity. Additional objectives are encouraged, but should follow the same format, e.g., quantifiable, measurable objectives.

The project-related services to be provided must be explained. The number, appropriateness and qualifications of any staff assigned to the project must be discussed. The activities must include a discussion of what methods will be used to measure the results of the objectives. The activities must include the source documentation to be used, and mention agencies with whom the project will have an MOU, where appropriate. The following **samples** of objectives and activities are included for formatting purposes only.

Sample

Objective: (total # of) youth will be referred into the program, and _(#) will complete the program.

Activities:

- (1) <u>(staff person)</u> will assess each youth and implement a case management file on each youth accepted into the program.
- (2) Source documentation will include: (a) initial referral from referring agency, (b) contact logs or home visit follow-up letters, (c) letters to the parents or guardians and referring agency of completion of community service, (d) court filings, (e) community service records, (g) restitution records.

Sample

Objective: Of the <u>(total # of)</u> youth completing the program, <u>(#)</u> will not recidivate while participating in the program.

Activities:

- (1) <u>(staff person)</u> will receive the referrals from the probation department and law enforcement.
- (2) <u>(staff person)</u> will contact the juvenile offender and parents or guardians and arrange for an initial visit to explain the program.
- (3) (staff person) will set up a schedule for community service hours.
- (4) <u>(staff person)</u> will monitor the progress of the juvenile offender and maintain periodic contact with the juvenile offender and parents or guardians.
- (5) Source documentation will include: (a) initial referral from referring agency, (b) contact logs or home visit follow-up letters, (c) letters to the parents or guardians and referring agency of completion of community service, (d) court filings, (e) rearrest records.

Mandatory Objectives for Activities

The following contains a definition of each Challenge Program Activity, the target population to be served, and

required mandatory objectives. Applicants may develop additional objectives, in addition to the mandatory objectives, that address the specified problem(s) as stated in the Problem Statement.

Activity C - Alternatives to Incarceration

This Activity must increase community-based alternatives to incarceration by establishing a collaborative program for victim/offender mediation with restitution and/or appropriate and meaningful community service. Projects must attempt to serve youth proportionate to the ethnic breakdown of the youth who have contact with the juvenile justice system in the community. Projects may fund staff for case management, coordination with courts, probation and other agencies as appropriate. The primary focus will be direct services with an additional focus of establishing appropriate and objective criteria for the appropriate placement of juveniles in detention and secure confinement, thereby establishing criteria for alternatives to incarceration. Projects must provide for a final evaluation that encompasses an overview of the program, identifies successes/barriers and describes whether or not the program would be replicable, and if so, how.

Applicants **must** address the following mandatory objectives:

- Objective 1 The Probation Department, Juvenile Court, and all law enforcement agencies within the county will adopt specific and objective intake criteria for the appropriate placement of juveniles in detention and secure confinement by (insert date of adoption or most recent review and update).
- Objective 2 Of the (total # of) youth entering the project, (#) will receive needs assessments.
- Objective 3 Of the (total # of) youth participating in the project, _(#)_ youth will participate in Victim/Offender Reconciliation mediation.
- Objective 4 Of the (total # of) youth participating in the project, _(#)_ youth will participate in meaningful community service.
- Objective 5 Of the (total # of) youth participating the project, _(#)_ youth will not recidivate while participating in the project.
- Objective 6 The final outcome evaluation of the grant funded services provided by the project will be submitted to OCJP by (date to be submitted) **Note:** Evaluation must be submitted to OCJP within ninety days after the grant period and prior to the final grant payment by OCJP.

OPTIONAL OBJECTIVES

Of the (total # of) youth participating in the project, _(#)_ youth will be placed on home detention.

Of the (total # of) youth participating in the project, _(#)_ youth will be placed on intensive supervision and receive three personnel contacts per week by project staff.

Applicants may develop additional objectives that address the problem statement as described. For each objective above, applicants must identify specific activities to accomplish the objective. Source documentation to support specific activities must be described by type, i.e., logs, sign-up sheets, files, etc.

Activity E - Gender Specific

This Activity must provide programming services designed to intervene comprehensively in a young girl's life. Emphasis shall be on developing appropriate interventions to address high-risk as well as chronic status offender-type behaviors. **Project professionals working with these female youth must be properly trained in specific sensitivity and cultural awareness issues.**

Applicants **must** address the following mandatory objectives:

- Objective 1 (# of youth) will receive, during the project period, a minimum of (#) hours of specific developmental, sensitivity and cultural awareness training for gender specific issues.
- Objective 2 Of the (total # of) female youth participating in the project, (#) will receive comprehensive case management services including individual needs assessment.
- Objective 3 Of the (total # of) female youth participating in the project, (#) will engage in a minimum of (#) hours per month of counseling using the relationship based counseling model.
- Objective 4 Of the (total # of) female youth participating in the project, (#) female youth and their parent(s) or primary careprovider(s) will participate in a comprehensive parent/youth counseling program focusing on positive proactive factors to counter any dysfunctional problems which place the female youth at risk of delinquent behavior.
- Objective 5 Of the (total # of) female youth participating in the project, (#) will engage in a minimum of (#) hours per month of academic enrichment activities.
- Objective 6 Of the (total # of) female youth participating in the project, (#) will engage in a minimum of (#) hours per month of counseling specific to mental, physical, and/or sexual abuse.

OPTIONAL OBJECTIVES

Of the (total # of) female youth participating in the project, (#) will engage in a minimum of (#) hours per month of mentoring.

Of the (total # of) female youth participating in the project, (#) will engage in a minimum of (#) hours per month of job preparation/vocational training.

Of the (total # of) female youth participating in the project, (#) will engage in a minimum of (#) hours per month of treatment services for alcohol/drug abuse.

Applicants may develop additional objectives that address the problem statement as described. For each objective above, applicants must identify specific activities to accomplish the objective. Source documentation to support specific activities must be described by type, (i.e., logs, sign-up sheets, files, etc).

Activity I - Aftercare Services

This Activity must provide services that assist in the transition by offenders from the closely monitored, highly regimented life in secure correctional facilities to the relatively unstructured life in the community. Projects should model the Intensive Aftercare Program (IAP). The goal of the IAP is to gradually reintegrate into the community high-risk juvenile offenders who have been in secure confinement, thereby lowering high rates of failure and recidivism. The IAP model requires that a full continuum of services be made available-with through direct service provision or referral and brokerage to address the entire range of needs and problems manifested by the high-risk juvenile aftercare and parolee population.

Applicants **must** address the following mandatory objectives:

- Objective 1- Of the (total # of) youth participating in the project, (#) will receive comprehensive case management services including individual needs assessment.
- Objective 2 Of the (total # of) youth participating in the project, _(#)_ youth will be placed on intensive supervision and receive three personnel contacts per week by project staff.
- Objective 3 Of the (total # of) youth participating in the project, (#) will engage in a minimum of (#) hours per month of individual or group counseling.

- Objective 4 Of the (total # of) youth participating in the project, (#) youth and their parent(s) or primary careprovider(s) will participate in a comprehensive parent/youth counseling program focusing on positive proactive factors to counter any dysfunctional problems which place the youth at risk of delinquent behavior.
- Objective 5 Of the (total # of) youth participating in the project, (#) will engage in a minimum of (#) hours per month of academic enrichment activities.
- Objective 6 Of the (total # of) youth participating in the project, (#) will engage in a minimum of (#) hours per month of vocational training, job readiness, job development, and placement.

OPTIONAL OBJECTIVES

Of the (total # of) youth participating in the project, (#) will receive intensified treatment for substance abuse, developmental disability, emotional disturbances, or sexual disorders as special-needs offenders

Of the (total # of) youth participating in the project, (#) will submit to drug testing a minimum of twice per week.

Of the (total # of) youth participating in the project, (#) will receive (#) hours of social skills development.

Of the (total # of) youth participating in the project, (#) will receive (#) hours of physical health care.

Applicants may develop additional objectives that address the problem statement as described. For each objective above, applicants must identify specific activities to accomplish the objective. Source documentation to support specific activities must be described by type, i.e., logs, sign-up sheets, files, etc.

3. Coordination with Other Agencies

Identify the relevant collaborative agencies and describe how the project will coordinate its services with other agencies that are working in the same service area. Identify what services will be provided, by whom, and those specifically supported by JJDP funds. If an organization requires permission to operate on-site at another facility or requests referrals from another agency or organization to accomplish its objectives, a formal Operational Agreement/Memorandum of Understanding (MOU) is required from each.cooperating agency.. The MOUs must address a specific time frame, be specific to this project and dated for the current calendar year. See IV. STANDARD BLANK FORMS for a sample MOU.

4. Evaluation

The Evaluation Plan must describe how the project will obtain baseline data for anticipated changes in the target population, including a time frame. The Evaluation Plan must describe what data will be collected and how it will be analyzed to measure the success of the project's attempts at meeting the various objectives. The Evaluation Plan must demonstrate a strategy from the beginning of the project that will capture information to show the desired outcome. If possible, agencies should compare a participant's pre-and post-delinquent history or school behavior to measure the program's success. If data from another agency is relied upon to conduct the evaluation (e.g., provide restitution payments or rearrest information), an Operational Agreement/MOU with the data provider will be necessary.

For an evaluation to be successful, careful planning must be established at the beginning of the project and carried on throughout the duration of that project. The Evaluation Plan must be designed to show the impact to targeted youth, victims and their families. The Evaluation Plan must encompass an overview of the project, how the project was established and a discussion of any apparent benefits of the project. The Evaluation Plan must discuss any problems with implementation or operation and whether or how the problems were/will be resolved. The Evaluation Plan must discuss whether and/or how the project could be replicated. One successful outcome measurement for these projects should show the relationship

between completed restitution and/or community service and recidivism rates. Evaluation Plan implementation and progress will be reported, by successful applicants, during the grant period in required progress reports.

5. Plan for Future Funding

Describe anticipated sources of revenue to be pursued in the grant year to secure alternative future funding for the project. Describe how the project will be supported following termination of grant funds. Indicate successes in obtaining ongoing support for other agency programs after grant funds expired. Organizations are encouraged to access available insurance from participants' families and to provide fees for service based upon the families' ability to pay, whenever possible, to increase the project's chances of being self-sustaining.

6. Organizational Qualifications

Describe the implementing agency, including history, size, composition and structure of the organization. Nonprofit agencies must include documentation of nonprofit status. Discuss the primary mission, philosophy, range and focus of services. Describe staffing, qualifications, programmatic responsibility and role of volunteers (if applicable). Discuss project supervision and evaluation responsibility. Clearly state the level of government or type of entity, i.e., private nonprofit agency or county probation, etc. Describe the experience and success the organization has had in serving youth and their families. Be specific, i.e., project was replicated by another state or agency, presentation of program is requested by specific organization, etc.

7. Organizational Chart

Provide an organizational chart which shows the relationships between the governing body of the organization, the project staff and volunteers (if any). Clearly demonstrate the placement of the project staff and their programmatic responsibility. Show placement and relationship of volunteers (if utilized). Titles for individuals on the organizational chart should match those in the narrative and budget sections. **The Organizational Chart must be only one page, and is not included in the eight-page narrative limit.**

H. SPECIFIC PROGRAM BUDGET INSTRUCTIONS:

Prepare a Budget Narrative as directed in the **Budget Narrative Instructions**, **Section D,4 of the Standard Instructions**. Include in the narrative a discussion of how the project will gain the support of the community to sustain the project with local funding.

Prepare the proposed budget as directed in the **Project Budget**, **Section D**, **of the Standard Instructions**.

In preparing the budget, take notice of the following specific program budget instructions.

- Federal legislation prohibits an indirect cost allocation unless the agency has, on file for review, a federally approved allocation plan. If applicant is claiming indirect costs, applicant must include a statement on the budget page stating that they have a federally approved allocation plan on file.
- No grant funds may be used for restitution payments, or as remuneration or compensation ("salaries") for offenders in restitution programs.
- JJDP funds are primarily for direct services and any other costs must clearly support the achievement of the objectives.

I. MISCELLANEOUS INSTRUCTIONS:

There is the expectation that the applicant agency is an established entity with documented success in operating programs, and is in a position to initiate a juvenile justice project that can benefit youth under 18 by preventing or reducing delinquency, as well as becoming self-sustaining after OCJP funding

ends.

Commencement Within 60 Days. If a project is not operational within 60 days of the original starting date of the grant period, the grantee must report by letter to the state the steps taken to initiate the project, the reasons for delay, and the expected starting date. "Federal Regulations for Financial Management, OJP M 7100.1 D, May 15, 1990."

Operational Within 90 Days. If a project is not operational within 90 days of the original starting date of the grant period, the grantee must submit an explanation of the implementation delay. Upon receipt of the 90-day letter, the state may cancel the project and request grantor agency approval to redistribute the funds to other project areas. The state may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subgrant files and records must so note the extension. "Federal Regulations for Financial Management, OJP M 7100.1 D, May 15, 1990."

- Projects are encouraged to have a substantial amount of non-federal funds or in-kind contributions in their budget.
- All grant recipients must comply with the requirements of the OCJP Grantee Handbook, which will be
 distributed to each applicant selected to receive funding. Prior to approving any grant application, OCJP
 will review the status of any other OCJP funded grant to the applicant agency. Failure to comply with
 any term or condition of any OCJP grant award may result in the denial of a JJDP grant award.
- All applicants must demonstrate that they can successfully manage a program. Both the applicant and
 implementing agency must be able to demonstrate a history of fiscal responsibility and stability. The
 implementing agency must demonstrate experience and expertise in working with pre-delinquent and
 delinquent youth.

It is incumbent upon new agencies to provide verification of financial stability. New agencies are expected to have garnered start-up costs from other sources.

• Applicants must identify and provide formal operational agreements (referred to as MOU's - Memorandums of Understanding) dated for the current calendar year for public and private agencies with which the organization has or will coordinate vital project activities. Applicants should avoid duplication of service and administration to a targeted population or a geographic area, and utilize all available public and private resources to produce the most cost effective program to serve the greatest number of clients. Applicants are expected to develop and demonstrate working relationships with government institutions, including, but not limited to local governments, and private industry and businesses.

The SAG is guided by the Federal Act in an attempt to equitably distribute grant funds throughout California. While allocation guidelines are established, the SAG's overall objective is to fund the most promising programs statewide to combat delinquency.

J. APPENDIX INSTRUCTIONS:

For the purpose of this RFP, Operational Agreements/MOU's <u>are required</u>. The Operational Agreement/MOU must describe in detail the arrangement between the applicant and the agency, individual or group regarding the provision of certain services. It must include, at a minimum, a description of the services provided, including direct services, referral services, administrative services, etc., and methods to assure quality of service and must be signed by both the applicant and the agency, group or individual providing services, The agreement must state the effective date (e.g., June 1, 1997). If this requirement cannot be met, write a statement to that effect, the reasons why and what the applicant will do to resolve this situation. **Letters of support are not required and will not be rated.**

If the project is not a tribal government or representative Indian organization and is serving an area that includes an Indian reservation, rancheria, or community, the project <u>must</u> include an Operational Agreement/MOU with the appropriate tribal organization or indian organization representing the

community to be served.

PROPOSAL RATING FORM CHALLENGE ACTIVITY GRANT PROGRAM FISCAL YEAR 1997

		Control #:			
		Rater #:			
APPLICANT:					
FUNDS REQUESTED: ACTIVITY: (Circl	e one)		С	Е	I
PREFERENCE POINTS (Rater circle one, if applicable) 2%	= 9 points	5% = 22 points			

CA	TEGORY	TOTAL PO	INTS
*	PROJECT SUMMARY		60
1.	PROBLEM STATEMENT		70
2.	PROJECT OBJECTIVES AND ACTIVITIES		90
3.	COORDINATION WITH OTHER AGENCIES		20
4.	EVALUATION PLAN		55
5.	ORGANIZATIONAL QUALIFICATIONS		25
6.	FUTURE FUNDING		15
7.	ORGANIZATIONAL CHART		10
8.	BUDGET NARRATIVE		50
9.	BUDGET		<u>35</u>
		TOTAL	$\frac{1}{430}$

Each of the above categories contain questions assigned a point value. The point scale is divided into five (5) columns labelled **I**, **II**, **III**, **IV**, and **V**. Each question is evaluated on the following criteria:

- **I.** Does not respond to the question or was left blank.
- II. Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the Proposal.
- **III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- **IV.** Provides a response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- **V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

			Ι	II	III	IV	V
PR	ROJECT	Γ SUMMARY (MAXIMUM 60 POINTS)					
	A.	How well does each section correspond with the information provided in the narrative and the budget?	0	8	15	23	30
	B.	Is the form completed and signed by the official authorized to obligate the agency or organization?	0	8	15	23	30
				9	Sub tot	al	
1.	PROB	LEM STATEMENT (MAXIMUM 70 POINTS)					
	A.	How clearly does the problem statement identify the area(s) to be served, the specific problem(s) to be addressed, and why current resources are not meeting the need?	0	3	5	7	10
	B.	How clear is the plan to address the problem with Juvenile Justice and Delinquency Prevention funds?	0	2	3	4	5
	C.	How clearly does the problem statement discuss the impact the project will have on the problem(s)?	0	2	3	4	5
	D.	How clearly is the target population defined, including the number of youth to be served, the age range, eligibility and selection criteria?	0	3	5	7	10
	E.	How clearly does the statement describe the criteria used by the applicant for the appropriate placement of juveniles in detention and secure confinement?	0	6	8	10	15
	F.	How well does the statement discuss if any other organizations or agencies are providing same/similar services?	0	2	3	4	5
	G.	How well does the problem statement provide a demographic description of the target area and/or clientele including geographic, economic composition, significant social and crime factors and ethnic breakdown of the target population and of the juveniles in contact with law enforcement or other juvenile justice agencies?	0	3	5	7	10
	H.	How well is the nature and degree of the problem(s) supported by baseline data including current local crime statistical data, number of youth needing service, and how he project will impact these statistics?	0	3	5	7	10
				(Sub tot	al	

			I	II	III	IV	\mathbf{V}
2.	PROJ	ECT OBJECTIVES AND ACTIVITIES (MAXIMUM 90 POINTS)					
	A.	How well are the proposed activities designed to achieve the chosen objectives?	0	3	5	7	10
	B.	How clearly described is the relationship between the problem statement, the objectives, the activities and the budget?	0	3	5	7	10
	C.	How well are the objectives designed to address each of the needs discussed in the Problem Statement?	0	3	5	7	10
	D.	How well are the objectives stated in quantifiable terms (either in percentages or whole numbers)?	0	3	5	7	10
	E.	How well are the activities described for the mandatory objectives?	0	3	5	7	10
	F.	How well are the project-related services to be provided explained?	0	3	5	7	10
	G.	How well are the number, appropriateness and qualifications of staff assigned to the project discussed?	0	3	5	7	10
	H.	How completely does the application describe what methods will be used to measure the results of the objectives?	0	3	5	7	10
	I.	How well are source documents referenced, and how appropriate are the source documents?	0	3	5	7	10
				S	lub tot	al	
3.	COOL	RDINATION WITH OTHER AGENCIES (MAXIMUM 20 POINTS)					
	A.	How clear is the proposal in describing the coordination with other agencies? Are the participating agencies listed?	0	2	3	4	5
	B.	How clearly do the Operational Agreements/Memorandum of Understanding (MOU) identify who will provide services, what those services are (i.e. direct services, referral, administration, etc.) and is it clear what services are					
		supported by JJDP funds?	0	3	5	7	10
	C.	How clearly do the Operational Agreements/MOUs discuss the time frames of the agreements/MOUs,(i.e., are they dated for the current year)?	0	2	3	4	5
				S	lub tot	al	

I 4.	EVAL	UATION PLAN (MAXIMUM 55 POINTS)		II	III	IV	V
	A.	How clearly does the Plan discuss the baseline information for anticipated changes, including a time frame?	0	2	3	4	5
	B.	How clearly does the Plan discuss what type of data will be collected and how it will be analyzed to measure successes?	0	2	3	4	5
	C.	How well does the Plan demonstrate a strategy from the beginning of project that will capture information to show the desired outcome?	0	3	5	7	10
	D.	How well is the Plan designed to show the impact to victims and offenders in the targeted population that is directly affected by this project specific to JJDP funds?	0	3	5	7	10
	F.	How clearly does the Plan discuss an overview of the project, how the project was established, and what benefits the project has provided to the community?	0	3	5	7	10
	G.	How completely does the Plan discuss any problems with implementation or operation, and whether or how the problems were/will be resolved?	0	3	5	7	10
	H.	How clearly does the Plan discuss whether or if the project could be replicated?	0	2	3	4	5
				S	ub tota	al	
5.	FUTU	RE FUNDING (MAXIMUM 15 POINTS)					
	A.	How well are the anticipated sources of revenue to be pursued described?	0	2	3	4	5
	B.	How well does the proposal describe how the project will be supported following termination of grant funds?	0	2	3	4	5
	C.	How well does the proposal describe success in obtaining support for other programs after grant funding was terminated?	0	2	3	4	5
				S	ub tota	al	

		I	II	III	IV	\mathbf{V}
. ORG	ANIZATIONAL QUALIFICATIONS (MAXIMUM 25 POINTS)					
A.	How clearly does the proposal describe the qualifications of the implementing agency, including history, size, composition, structure, etc.?	0	3	5	7	10
B.	How well does the proposal discuss the primary mission, range, and focus of services of the implementing agency?	0	2	3	4	5
C.	How well does the proposal describe the project supervision and evaluation responsibilities?	0	2	3	4	5
D.	How completely does the proposal discuss the experience and success the organization has had in serving youth and their families?	0	2	3 Sub tot	4	5
7.	ORGANIZATIONAL CHART (MAXIMUM 10 POINTS)			Sub tot	.ai	
A.	How clearly does the chart show the relationship between the governing body, project staff and volunteers, if any?	0	2	3	4	5
B.	How well does the chart highlight and clearly identify JJDP-funded staff, and if applicable, volunteers and agree with the narrative and budget, (i.e., staff relationships and titles of personnel)?	0	2	3	4	5
o	DUDGET MADD ATIVE (MANIMUM 50 DOINTS)			Sub tot	al	
8.	BUDGET NARRATIVE (MAXIMUM 50 POINTS)					
A.	How clearly does the narrative describe how the JJDP budget will support the stated objectives and activities?	0	3	5	7	10
В.	How completely does the narrative discuss how funds are allocated to minimize administrative costs and overhead?	0	2	3	4	5
C.	How well does the narrative identify other funds and services to be acquired from other funding sources?	0	2	3	4	5
D.	How completely does the narrative discuss how funds will be used exclusively to initiate or enhance the project?	0	2	3	4	5
E.	How completely does the narrative describe the duties of project-funded staff?	0	2	3	4	5
F.	How clearly does the narrative discuss any proposed staff's commitment/percentage of time to other efforts?	0	2	3	4	5
G.	How completely does the narrative discuss any mid-year salary range adjustments?	0	2	3	4	5

6.

			I	II	III	IV	V
	H.	How completely does the narrative discuss how the project will gain the support of the community to sustain the project with local funding?	0	3	5	7	10
				S	Sub tot	al	
9.	BUDG	ET (MAXIMUM 35 POINTS)					
	A.	How adequate and appropriate is the staffing for the objectives and activities?	0	3	5	7	10
	B.	How completely does the budget identify positions to be funded with grant funds?	0	2	3	4	5
	C.	How reasonable are the costs identified in the budget to accomplish objectives and activities?	0	3	5	7	10
	D.	How clear and complete is the line-item information presented?	0	2	3	4	5
	E.	How clearly are the duty statements presented in the budget?	0	2	3	4	5
				5	Sub tota	al	